



SELECT BOARD CALENDAR 06/07/2022 | REMOTE MEETING

Please click this URL to Register & Find the Information to Join as an Attendee via your Confirmation Email:

https://brooklinema.zoomgov.com/webinar/register/WN_J-bVTUZwSB20rjngKAILKQ

- Heather A. Hamilton – Chair
- John VanScoyoc– Vice Chair
- Bernard W. Greene
- Miriam Aschkenasy
- Michael Sandman
- Melvin A. Kleckner – Town Administrator

To Join by Phone: 1 646 828 7666
Webinar ID: 160 820 8390

To Watch and Comment:
BrooklineInteractive.org/live

1. **ANNOUNCEMENTS/UPDATES**
5:00 PM Select Board to announce recent and/or upcoming Events of Community Interest.
2. **PUBLIC COMMENT**
Public Comment period for residents who requested to speak to the Board regarding Town issues not on the Calendar.
Up to fifteen minutes for public comment shall be scheduled each meeting. Persons wishing to speak may sign up in advance beginning on the Friday preceding the meeting or may sign up in person at the meeting. Speakers will be taken up in the order they sign up. Advance registration is available by calling the Select Board's office at 617-730-2202 or by e-mail at kmacgillivray@brooklinema.gov. The full Policy on Public Comment is available at <http://www.brooklinema.gov/376/Meeting-Policies>
3. **MISCELLANEOUS**
 - 3.A. Question of approving the meeting minutes from May 27, 2022 and May 31, 2022.
 - 3.B. Question of approving the proclamation recognizing Juneteenth in Brookline.
 - 3.C. Question of approving DPW contract PW/22-15 in the amount of \$499,231.22 with WSP USA, Inc. for Phase I design engineering and architectural services pursuant to the development of a concept design (25%) and construction cost estimate for the Davis Path Footbridge Replacement.
 - 3.D. Question of accepting a Shared Streets and Spaces Grant from the Massachusetts Department of Transportation in the amount of \$49,920 for purchase of equipment related to Pedestrian and

Bicycle Safety.

- 3.E. Question of accepting a Massachusetts Electric Vehicle Incentive Program (MassEVIP) grant in the amount of \$86,000 for the purchase and installation of DC Fast Charge in the Webster Street Lot.**
- 3.F. Question of approving the authorization to hire request for the following vacancies within the Public Health and Human Services Department:**
- Coordinator, Substance Use and Violence Prevention for Youth (T-07)**
Emergency Preparedness Coordinator (T-06)
- 3.G Question of approving the authorization to hire request to fill the following vacancies in the Fire Department:**
- 3 Firefighters**
1 Lieutenant
- 3.H Question of approving the appropriation transfer request within the Town Counsel Office in the amount of \$50,000 as follows:**
- \$45,000 from Permanent Full Time to General Consultation**
\$4,000 from Permanent Full Time to Subscriptions
\$1,000 from Permanent Full Time to Office Supplies
- 3.I. Question of approving the appropriation transfer request within the Building Department in the amount of \$46,000.00:**
- \$33,500 from permanent full time to electricity**
\$8,000 from permanent full time to natural gas
\$4,500 from permanent full time to water
- 3.J. Question of approving a Temporary Wine and Malt Beverages Non-Sales License to Pierce School for a Parent – Teacher Organization to be held on June 10, 2022 from 7:00 PM – 10:00 PM at 50 School Street. 150 people are expected to attend.**
- 3.K Question of approving a Temporary Wine and Malt Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 11, 2022 for a Bat Mitzvah from 5:30 PM – 10:00 PM at 15 Newton Street. 50 people are expected to attend.**

4. **CALENDAR**
Review and potential vote on Calendar Items

5. **BOARDS AND COMMISSIONS - INTERVIEWS**

**The following candidates for appointment/reappointment to
Boards and Commissions will appear for interview:**

Indigenous People Celebration Committee
Katherine Florio

6. **RESERVE FUND TRANSFER**

**Question of approving the request for a Reserve Fund Transfer
within the Building Department in the amount of \$450,000
related to the utilities accounts, and transmit to the Advisory
Committee for approval as follows:**

**\$180,000 to account 25003430 561011 Natural Gas
\$270,000 to account 25003430 561010 Electricity**

7. **CANNABIS MITIGATION ADVISORY COMMITTEE
CHARGE**

**Question of approving the revised charge as proposed by the
Cannabis Mitigation Advisory Committee.**

8. **WARRANT ARTICLES**

**Further review and possible reconsideration/vote on the Warrant
Articles for the 2022 Annual Town Meeting including but not
limited to:**

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) and by Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information may be sent to Sarah Kaplan, Community Relations Specialist and ADA / Section 504 Coordinator. Persons with disabilities who need either auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access programs and activities of the Town of Brookline are invited to make their needs and preferences known to the ADA Coordinator. This notice is available in alternative formats from the ADA Coordinator.



**MINUTES
SELECT BOARD
05/27/2022
VIA ZOOM | 8:30 AM**

Present: Select Board Member, Heather Hamilton
Select Board Member, John VanScoyoc, Select Board
Member, Miriam Aschkenasy, Select Board member,
Michael Sandman
Absent: Select Board Member, Bernard W. Greene

OPEN SESSION

Question of entering into Executive Session for the reasons listed in items 2 and 3.

Chair Hamilton declared that the Select Board shall enter into Executive Session to discuss strategy with respect to collective bargaining because an open meeting may have a detrimental effect on the bargaining position of the public body. And to review approve minutes. The board will not reconvene in open session.

On motion it was,

Voted to enter into executive session

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

EXECUTIVE SESSION - COLLECTIVE BARGAINING

For the purpose of discussing strategy related to collective bargaining with all Town unions.

EXECUTIVE SESSION - EXECUTIVE SESSION MINUTES

For the purpose of approving Executive Session meeting minutes from May 17, 2022.



MINUTES

SELECT BOARD

05/31/2022

VIA ZOOM | 5:00PM

Present: Select Board Member, Heather Hamilton, Select Board Member, Bernard W. Greene, Select Board Member, John VanScoyoc, Select Board Member, Miriam Aschkenasy, Select Board member, Michael Sandman

ANNOUNCEMENTS/UPDATES

The ARPA Review Committee met last Friday, It was an informative meeting. Information will be posted on the Town's website.

Update on the Memorial Day events. Thank you to Town Administrator Kleckner for his words, the Veterans office and all that participated.

PUBLIC COMMENT

No speakers

MISCELLANEOUS

Question of approving the meeting minutes from May 24, and May 25, 2022.

On motion it was,

Voted to approve the meeting minutes from May 24, and May 25, 2022.

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

AUTHORIZATION TO HIRE

Question of approving the authorization to hire request for the following positions in the Department of Public Works Parks and Open Space Division:

Park Maintenance Craftsperson (LN3)
2 Gardener Laborers (LN2)

On motion it was,

Voted to approve the authorization to hire request for the following positions in the Department of Public Works Parks and Open Space Division:

Park Maintenance Craftsperson (LN3)
2 Gardener Laborers (LN2)

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

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GRANT

Question of accepting a grant in the amount of \$20,000 from the Brookline Community Foundation's Racial Equity Fund (REAF) for the Community Building Project being run by the Department of Diversity, Inclusion, and Community Relations.

On motion it was,

Voted to accept a grant in the amount of \$20,000 from the Brookline Community Foundation's Racial Equity Fund (REAF) for the Community Building Project being run by the Department of Diversity, Inclusion, and Community Relations.

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

CONTRACT EXTENSION

Question of approving and authorizing the Chair or her designee to execute a contract extension between the Town of Brookline and the Brookline Housing Authority for the installation of bathroom fans at the BHA's High St. Veterans Development - Budget Code 1807-G022-6C0057 -- in the amount of \$312,063.00.

On motion it was,

Voted to approve and authorize the Chair or her designee to execute a contract extension between the Town of Brookline and the Brookline Housing Authority for the installation of bathroom fans at the BHA's High St. Veterans Development - Budget Code 1807-G022-6C0057 -- in the amount of \$312,063.00

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

2022 HOME FUNDS

Question of approving the request to reprogram Fiscal Year 2022 HOME funds to increase federal funding available to Hebrew Senior Life's 108 Centre St. project:

Transfer \$211,900 from the activity "Brookline Housing Authority's Strategic Preservation Initiative" – project identifier HM22-03B

Transfer \$211,900 to "Hebrew Senior Life's 108 Centre Street Senior Housing Development Project" – project identifier HM23-03C

On motion it was,

Voted to approve the request to reprogram Fiscal Year 2022 HOME funds to increase federal funding available to Hebrew Senior Life's 108 Centre St. project:

- Transfer \$211,900 from the activity "Brookline Housing Authority's Strategic Preservation Initiative" – project identifier HM22-03B
- Transfer \$211,900 to "Hebrew Senior Life's 108 Centre Street Senior Housing Development Project" – project identifier HM23-03C

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

CONTRACT

Question of awarding and executing PW/22-16 "Sewer System Rehabilitation" with Green Mountain Pipeline Services, LLC at 768 South Main Street, Bethel VT in the amount of \$1,116,667.

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On motion it was,

Voted to award and execute PW/22-16 "Sewer System Rehabilitation" with Green Mountain Pipeline Services, LLC at 768 South Main Street, Bethel VT in the amount of \$1,116,667.

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

TRANSFER

Question of approving the transfer of funds being held by the Town of Brookline to the Brookline Community Foundation for the Friends of Brookline Public Health in the amount of \$2,381.

On motion it was,

Voted to approve the transfer of funds being held by the Town of Brookline to the Brookline Community Foundation for the Friends of Brookline Public Health in the amount of \$2,381.

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

APPROPRIATION TRANSFER

Question of approving the appropriation transfer request within the Human Resources Department budget in the total amount of \$17,507.

\$7,500 from education/conferences to legal services

\$7,307 from software to legal services and preplacement medical

\$2,700 from supplies to legal services

On motion it was,

Voted to approve the appropriation transfer request within the Human Resources Department budget in the total amount of \$17,507.

\$7,500 from education/conferences to legal services

\$7,307 from software to legal services and preplacement medical

\$2,700 from supplies to legal services

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

APPROPRIATION TRANSFER

Question of approving the appropriation transfer request within the Police Department budget in the total amount of \$78,000:

\$14,000 from Patrol Permanent Full Time to Police Admin Uniforms

\$28,000 from Patrol Permanent Full Time to Police Admin Computer Software

\$20,000 from Patrol Permanent Full Time to Police Admin Professional Technical Services

\$6,000 from Patrol Permanent Full Time to Police Admin Water

\$10,000 from Patrol Permanent Full Time to Police Admin Travel

On motion it was,

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Voted to approve the appropriation transfer request within the Police Department budget in the total amount of \$78,000:

\$14,000 from Patrol Permanent Full Time to Police Admin Uniforms

\$28,000 from Patrol Permanent Full Time to Police Admin Computer Software

\$20,000 from Patrol Permanent Full Time to Police Admin Professional Technical Services

\$6,000 from Patrol Permanent Full Time to Police Admin Water

\$10,000 from Patrol Permanent Full Time to Police Admin Travel

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

ONE DAY ALCOHOL LICENSES

Question of approving the following one day alcohol licenses:

Temporary Wine and Malt Beverages Non-Sales License for the Annual Coolidge Corner Arts Festival to be held on Saturday, June 4, 2022 from 11:00 AM - 6:00 PM.

Question of approving a Temporary Wine and Malt Beverages Non-Sales License to The Larz Anderson Auto Museum for a Hospital Meeting and Lawn Party to be held on June 3, 2022 from 1:00PM – 7:00PM at 15 Newton Street. 150 people are expected to attend.

Question of approving a Temporary All Alcoholic Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 4, 2022 for a Bar Mitzvah 6:00PM – 11:00PM at 15 Newton Street. 100 people are expected to attend.

Question of approving a Temporary Wine and Malt Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 2, 2022 for an Exhibit Opening Reception from 5:00 PM – 10:00 PM at 15 Newton Street. 150 people are expected to attend.

On motion it was,

Voted to approve the following one-day alcohol licenses:

Question of approving the following one day alcohol licenses:

- A Temporary Wine and Malt Beverages Non-Sales License for the Annual Coolidge Corner Arts Festival to be held on Saturday, June 4, 2022 from 11:00 AM - 6:00 PM.
- A Temporary Wine and Malt Beverages Non-Sales License to The Larz Anderson Auto Museum for a Hospital Meeting and Lawn Party to be held on June 3, 2022 from 1:00PM – 7:00PM at 15 Newton Street. 150 people are expected to attend.
- A Temporary All Alcoholic Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 4, 2022 for a Bar Mitzvah 6:00PM – 11:00PM at 15 Newton Street. 100 people are expected to attend.
- A Temporary Wine and Malt Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 2, 2022 for an Exhibit Opening Reception from 5:00 PM – 10:00 PM at 15 Newton Street. 150 people are expected to attend.

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Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

CALENDAR

RESERVE FUND TRANSFER

Question of approving a Request for Appropriation Transfer from surplus personnel accounts into the snow and ice budget and a Reserve Fund Transfer to cover the remaining balance for transmittal to the Advisory Committee for further approval as required.

Commissioner Gallentine spoke on the annual appropriation transfer after review of the snow and ice removal expenditures under the provisions of Chapter 44. She reviewed the snow events. There is a deficit balance. This request is for \$1,286,270 (reserve fund transfer) and \$290,000 (appropriation transfer)

On motion it was,

Voted to approve a Request for Appropriation Transfer from surplus personnel accounts into the snow and ice budget and a Reserve Fund Transfer to cover the remaining balance for transmittal to the Advisory Committee for further approval as required.

Aye: Heather Hamilton, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

5:20 Board member Greene arrives

WEBSITE REFRESH PREVIEW

The Information Technology Department will present a preview of the Town's website refresh.

Chief Information Officer Feng Yang, James Pouliot, web Developer and Ben Vivante, IT Operations Director were present.

Reviewed:

- Increase in website viewers
 - Top areas visited: Online Payment, parking, Trash & Recycling, Assessors Office
 - Redesign Priorities
 - Navigation
 - Search
 - Accessibility
 - Mobile Viewing
 - Outdated Information
 - Usability
- Launch this summer

The board thanked everyone for the presentation. Board member VanScoyoc inquired about video recording and archiving/retention options.

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BOARDS AND COMMISSIONS - INTERVIEWS

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

Park and Recreation Commission

Jason Ribatt

Jason Ribatt is a student at Brookline High School, and plays three sports. He has participated in many recreation programs and worked on the Brookline Parklet Design Team. Jason is also an Advisory Team Leader for the Graduate Green program at the high school. He feels there are too many adults trying to speak for young people in the town and he would like to represent that group. He does play on synthetic turf with no issues.

WARRANT ARTICLES

Further review and possible reconsideration/vote on the Warrant Articles for the 2022 Annual Town Meeting including but not limited to:

Warrant Article 8 – Budget *no motions put forth at this time*

Warrant Article 24 - Ban Artificial Turf

Warrant Article 25 - Single Use Plastic

Warrant Article 12 - CDICR complaint

Board member Sandman asked about Warrant Article 12, and asked if the Board wants to reconsider their recommendation of No Action. There was no motion to reconsider

Warrant Article 22 – PFAS

Deputy Town Administrator Melissa Goff reviewed the board's current position is the petitioner's motion that was revised. At that time, it was unclear if the petitioner wants to move forward. The petitioner is recommending the Advisory Committee's motion of referral to a moderator's committee for further study. Some board members feel that the Advisory Council on Public Health is the appropriate body to refer this to.

On motion it was,

Voted to reconsider Article 22.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Voted 5-0 to refer Article 22 to a Moderators Committee as recommended by the Advisory Committee.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Article 25 – Single Use Plastic

Clint Richmond updated the board that the Advisory Committee voted in support of the petitioner's revised version. Chair Hamilton reviewed that the board dove into the language at length to determine if it was either too specific or not too specific enough. It was noted that the Advisory Council on Public Health recommended a no action vote. Board member Aschkenasy feels this article is not ready at this time; there are still some

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05/31/2022

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unknown factors; what stays on the list, what goes, and why. It was discussed that the ACPH is the proper body to review this.

Board member Greene spoke briefly on microbeads, the harmful effects from these products are not clear.

On motion it was,

Voted 5-0 to refer Article 25 to the Advisory Council on Public Health.

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

Article 24 – Ban Artificial Turf

Deputy Town Administrator Melissa Goff reviewed the board's current position is No Action. She updated that the Advisory Committee has offered additional language related to concerns on Article 23 if not approved.

That motion is on page 461 of the combined reports.

The board discussed the recommendation process.

On motion it was,

Voted to reconsider Article 24

Aye: Heather Hamilton, Bernard Greene, John VanScoyoc, Miriam Aschkenasy, Michael Sandman

1. Voted 4-1 Favorable Action on the Advisory Committee's to refer Article 24 to an Athletic Field Surface Task Force with their revised language as outlined in the combined reports, page 461.

Aye: Heather Hamilton, Bernard Greene, Miriam Aschkenasy, Michael Sandman

Against: John VanScoyoc

2. Voted 2-3 If not passed, the board recommends the Hatchet/Kahn recommendation as amended by the Advisory Committee.

Aye: Heather Hamilton, Miriam Aschkenasy

Against: Bernard Greene, John VanScoyoc, Michael Sandman

MOTION FAILED

Announcement

The Board announced there would not be a Select Board meeting tomorrow prior to Town Meeting.

There being no further business, the Chair ended the meeting at 6:20 pm.

ATTEST

3.B.

Juneteenth Proclamation

WHEREAS, Our country is made up of people from every nation on earth, who are declared equal not only in freedom but also in justice, both of which are essential for a healthy human civilization; and

WHEREAS, Our nation was conceived on July 4th, 1776 with the Declaration of Independence, the classic statement being: “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness”; and

WHEREAS, At 2:00 p.m. on New Year’s Day, January 1, 1863, using his war powers as President, Abraham Lincoln signed the Emancipation Proclamation, providing that all persons held as slaves within any State or designated part of a State “shall be then, thenceforward, and forever free”, and

WHEREAS, On June 19, 1865 Major General Gordon Granger arrived in Galveston, TX, and announced the end of both the Civil War and slavery. His announcement reads: “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property, between former masters and slaves and the connection heretofore existing between them, becomes that between employer and hired labor, and

WHEREAS, Texans began the celebration of Juneteenth in 1866, and on January 1, 1980 Juneteenth became an official Texas state holiday. Since then, 45 other states and the District of Columbia have also declared it an official holiday. Massachusetts declared Juneteenth Independence Day on June 19, 2020.

NOW, THEREFORE, We the Brookline Select Board do hereby proclaim June 19, 2022 as Juneteenth in Brookline, to be celebrated with a Freedom March and Juneteenth Celebration at the Brookline Avenue Playground.

IN WITNESS WHEREOF, On behalf of the Brookline Select Board, voted this seventh day of June 2022.

Select Board



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
 Commissioner

Memorandum

To: Select Board
 From: Erin Gallentine, Commissioner of Public Works
 Robert King, Director of Engineering and Transportation
 Alexandra Vecchio, Director of Parks and Open Space
 Date: May 31, 2022
 Re: PW/22-15 DAVIS PATH FOOTBRIDGE REPLACEMENT
 PHASE I – CONCEPT DESIGN AND COST ESTIMATE
 WSP USA, Inc. Lead Design and Structural Engineering Team
 Cc: William Smith, Project Coordinator, DPW-Engineering & Transportation Division

Attached herewith for the Select Board's review and signatures is contract PW/22-15, in the amount of \$499,231.22, with WSP's Boston-based engineering team, in collaboration with Urban Idea Lab's (UIL) bridge architectural team, also based in Boston, for design engineering services to develop a viable concept design (25% level) and cost estimate for a universally accessible pedestrian bridge replacement at Davis Path.

The Phase I contract, lead by the WSP team, provides for the comprehensive design development and public process that will prove critical to Brookline stakeholders' support, guided by a local Design Review Committee (DRC). In addition, design and construction review by the MBTA, as well as compliance with regulations of both the Massachusetts Architectural Access Board (MAAB) and the US Access Board (ADA), will be fundamental to the conceptual design process.

The WSP/UIL team provided the successful proposal in a competitive field of five (5) professional team responses to DPW's Request for Proposals (RFP) reviewed by an interdepartmental Selection Committee.

Funding shall be drawn from Acct# 4921K150 – 6H0031, a capital improvements appropriation for initial, conceptual design services for the Davis Path Footbridge Replacement.

TOWN OF BROOKLINE
CONTRACT CODING APPROVAL FORM

DEPARTMENT: Department of Public Works,
Engineering & Transportation Division

Prepared by: WSmith

Vendor Name: WSP USA Inc.

Vendor # 59839

Contract Name: Davis Path Footbridge Replacement
Phase I - Concept Design & Cost Estimate

Contract # PW/22-15

Purpose of Contract/Description:

Amount of Contract \$ 499,231.22

WSP's Boston-based engineering team, in successful collaboration with Urban Idea Lab's (UIL) bridge architectural team, was selected to lead the design development and public process for Phase I of the Davis Path Footbridge Replacement. The engineering and architectural services contract will produce a viable concept design (25% level) and associated construction cost estimate, developed closely with local stakeholders represented by a Brookline Design Review Committee (DRC) as well as the MBTA and Massachusetts Architectural Access Board (MAAB). In addition, the WSP/UIL team will analyze transportation demands, needs and benefits specific to Davis Path and the historic pedestrian link spanning the MBTA Greenline.

CODING*

Org #	Org Name	Acct #	Acct Name	Amount
4921K150	DPW CIP	6H0031	Davis Path Footbridge	\$ 499,231.22
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

*For "K" or "C" accounts, please call it "CIP", precede by your Dept (e.g., 4909K001 would be "DPW CIP")

Department Head Erin Chute Gallentine
 Commissioner of Public Works

Date 05/31/22

Comptroller and Purchasing Approvals

Funds Available/Codes Correct

 Comptroller

 Date Approved by Comptroller

Complies with Appropriate Procurement Law
 MGL ch 149, ch 30 30M, or ch 30B

 Purchasing

 Date Approved by Purchasing



Erin Chute Gallentine
Commissioner

TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

INTEROFFICE MEMORANDUM

To: The Select Board

From: Erin Chute Gallentine, Commissioner of Public Works
Todd M. Kirrane, Transportation Administrator

Date: June 1, 2022

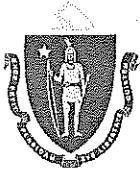
Ré: Acceptance of a grant in the amount of \$49,920 from the Commonwealth of
Massachusetts MassDOT 2022 Shared Streets and Spaces Program

Cc: Mel Kleckner, Town Administrator
Robert King, Director of DPW - Engineering & Transportation Division

The Transportation Division of the Department of Public Works is seeking the Board's acceptance of \$49,920 in grants from the Commonwealth of Massachusetts MassDOT Shared Streets & Spaces Program to fund the Brookline Pedestrian & Bicycle Safety project.

The Pedestrian & Bicycle Safety Project seeks to increase pedestrian and bicycle safety through the purchase of equipment that is used throughout the town to increase safety at pedestrian mid-block crossings and bollard separated bike lanes. Specifically, the grant will fund the purchase and installation of a solar powered Rectangular Rapid Flashing Beacon (RRFB) with APS pedestrian push buttons and a spot light for the mid-block crossing across Chapel Street at the Longwood station of the MBTA's D Branch of the Greenline. These enhanced pedestrian actuated signals are used at high usage crossings throughout the Town and region to increase safety by notifying drivers of the presence of pedestrians crossing through rapid flashing yellow beacons when a pedestrian actuates the signal via push button. They have been shown in federal highway studies to increase motorist yielding rates as high as 98 percent at marked crosswalks. Additionally, the funds will purchase up to 30 In-Street Pedestrian Crossing Stanchions (used as a mild form of traffic calming at mid-block crosswalks) and up to 30 City Post bike bollards used for our separated bike lanes to increase the DPW supply of these critical safety materials.

When completed this project will work toward achieving the Town's Healthy & Sustainable Transportation goals by increasing safety and access for those walking, biking, and riding micro-mobility devices throughout the Town. Unlike previous years, this year the grant operates like a Chapter 90 project with the Town expending the funds and then getting reimbursed upon completion.



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO



May 20, 2022

Todd Kirrane
333 Washington Street
Brookline, MA 02445

Via email: tkirrane@brooklinema.gov

Dear Todd Kirrane:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Brookline's Equipment Only application for "Brookline Pedestrian & Bike Safety" has been approved for \$49,920.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by November 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator



Erin Chute Gallentine
Commissioner

3.E.
TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

INTEROFFICE MEMORANDUM

To: The Select Board

From: Erin Chute Gallentine, Commissioner of Public Works
Todd M. Kirrane, Transportation Administrator

Date: June 1, 2022

Re: Acceptance of a grant in the amount of \$86,000 from the Commonwealth of Massachusetts Electric Vehicle Incentive Program (MassEVIP) Direct Current Fast Charging Program

Cc: Mel Kleckner, Town Administrator
Kevin Johnson, Deputy Commissioner for Operations
Robert King, Director of DPW - Engineering & Transportation Division

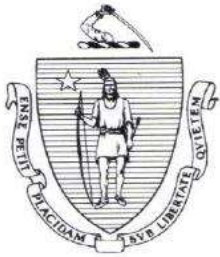
The Transportation Division of the Department of Public Works is seeking the Board's acceptance of \$86,000 in grants from the Commonwealth of Massachusetts Electric Vehicle Incentive Program (MassEVIP) Direct Current Fast Charging Program to fund the purchase and installation of 2 DC Fast Chargers in the Webster Street Lot.

As the Board is aware, the Transportation section is the single largest contributor to greenhouse gas emissions in Massachusetts. In recognition of this fact, Town Meeting overwhelmingly passed the Fall 2019 Healthy & Sustainable warrant article calling for the Town to achieve our 2050 climate action goal of being carbon neutral through the support of more healthy and sustainable transportation modes of walking, biking, micro-mobility, and the electrification of all motor vehicle trips. In order to support this effort the Department of Public Works has been working with Eversource and the Shared Mobility Advisory Committee to identify opportunities to expand our publicly accessible charging infrastructure needed to support the electrification of motor vehicles in Brookline. In May of 2022 the Board approved a letter of intent with Eversource to install the infrastructure needed to power EV Chargers in the Webster Street Lot with the utility company covering 100% of the cost through the Department of Public Utility's Make Ready Program on the condition that Brookline would purchase and install the necessary charging equipment. This grant, provided through the Massachusetts Department of Environmental Protection, will cover 65% of the cost to purchase and install 2 DC Fast Chargers including 5 years extended onsite parts and labor warranty. The remaining 45% (\$46,598) is expected to be part of the Transportation Board's recommended TNC program at the November Town Meeting. The DPW does not expect to expend any funds on this project until that vote by Town Meeting, though we are obligated to accept the grant from the MassDEP at this time.

3.E.

When completed this project will work toward achieving the Town's equity and sustainable transportation goals by expanding publicly accessible DC Fast Charging in the heart of our largest commercial district, supporting the electrification of TNC (Uber & Lyft) fleets – both of whom wrote letters of support for the project, and provide public accessible DC Fast Charging within a recognized Environmental Justice population area.

3.E.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

May 17, 2022

Dear Todd Kirrane,

Congratulations! I am pleased to notify you that Town of Brookline has been awarded a Massachusetts Electric Vehicle Incentive Program (MassEVIP) Direct Current Fast Charging (DCFC) grant of \$86,000.00 to install an electric vehicle charging station(s) at your publicly accessible parking location. I want to thank you for your commitment to reducing greenhouse gas emissions for the benefit of your community and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Erin Bostwick at 857-753-1902 if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

A handwritten signature in blue ink, reading "Charles Baker".

A handwritten signature in blue ink, reading "Karyn Polito".



**TOWN OF BROOKLINE
DEPARTMENT OF PUBLIC HEALTH**

11 Pierce Street, Brookline, Massachusetts, 02445
Telephone: (617) 730-2303 Facsimile: (617) 730-2296
Email: pmaloney@brooklinema.gov

Sigalle Reiss, MPH, RS/REHS
Director of Public Health
& Human Services

June 1, 2022

Memo: Approval for hiring a Coordinator, Substance Use & Violence Prevention for Youth

To: Brookline Select Board
Attn: Heather Hamilton, Chair of the Brookline Select Board

Chair Hamilton,

Brookline Public Health and Human Services seeks the authorization of the Select Board to employ a Coordinator of Substance Use & Violence Prevention for Youth with the assistance of the Office of Human Resources. The Department seeks to fill the position in anticipation of Mary Minott's retirement on July 31, 2022.

The Coordinator works in the Division of Substance Use & Violence Prevention for Youth to oversee and implement the substance abuse and violence prevention program for you in the Town of Brookline. Duties include, but are not limited to, developing and delivering or implementing educational programs to reduce incidence of substance abuse and violence in teens. The program manager also coordinates school and community prevention, education, outreach service, and consultation.

Thank you for considering this request.

Sincerely,

Sigalle Reiss, MPH, RS/REHS
Director of Health and Human Services



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Coordinator, Subst. Use & Violence Prev. Grade: T-07
2. Department: Public Health & Human Services Division: Sub. Use & Viol. Prev. for Youth
3. Position Control #: 510000005 Prior Incumbent: Mary Minott
 - a. Reason for Leaving: retirement
4. Budgetary Information:

Department Code: HA 0000 Budget Code: 51005270 510101 % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund
6. Employment Type:

☒ Full-Time: # of hours/week: 37.5 ☐ Part-Time: # of hours/week: _____

☒ Permanent ☐ Temporary: expected end date (required) ____/____/____
7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☒ New Hire ☐ Transfer – Please explain: _____
8. List the top three essential functions of this position:
 1. Oversees and implement the substance abuse and violence prevention program for youth
 2. Develops, delivers, implements ed. programs to reduce sub. abuse & violence incidence
 3. Coordinates school & community prevention, education, outreach service, consultation
9. I have considered the following alternatives to filling this position:

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-



**TOWN OF BROOKLINE
DEPARTMENT OF PUBLIC HEALTH**

11 Pierce Street, Brookline, Massachusetts, 02445
Telephone: (617) 730-2303 Facsimile: (617) 730-2296
Email: pmaloney@brooklinema.gov

Sigalle Reiss, MPH, RS/REHS
Director of Public Health
& Human Services

May 27, 2022

Memo: Approval for hiring an Emergency Preparedness Coordinator

To: Brookline Select Board
Attn: Heather Hamilton, Chair of the Brookline Select Board

Chair Hamilton,

Brookline Public Health and Human Services seeks the authorization of the Select Board to employ an Emergency Preparedness Coordinator with the assistance of the Office of Human Resources. The Department seeks to fill the position following nearly a yearlong vacancy after the resignation of Emergency Preparedness Coordinator, Nicole Zani.

In the past, the department has been challenged hiring and retaining part-time employees. The American Rescue Plan Act (ARPA) will fund a full-time Emergency Preparedness Coordinator. The coordinator works in the Division of Community Health to oversee operations in the event of a public health emergency, ensuring the safety and wellbeing of Brookline residents. Duties include, but are not limited to, management and promotion of public health emergency preparedness programs and development of policies, plans and procedures.

Thank you for considering this request.

Sincerely,

Sigalle Reiss, MPH, RS/REHS
Director of Health and Human Services



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Emergency Preparedness Coordinator Grade: T-06
2. Department: Public Health & Human Services Division: Community Health
3. Position Control #: 510000023 Prior Incumbent: Nicole Zani

a. Reason for Leaving: Resigned from the position

4. Budgetary Information:

Department Code: HA 0000 Budget Code: _____ % 100

☒ Grant Funded-Name of Grant: ARPA ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 37.5 ☐ Part-Time: # of hours/week: _____

☐ Permanent ☒ Temporary: expected end date (required) 07 / 01 / 2027 +

7. Method of Fill:

☐ Promotion – To be Posted Internally from: _____ / _____ / _____ to _____ / _____ / _____

☒ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. Assesses public health emergency preparedness needs for the Town
2. Serves as public health specialist in med. countermeasures & community emergency pre+
3. Coordinates and implements emergency preparedness training and education for MRC

9. I have considered the following alternatives to filling this position:

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

3.F.

- continued on the reverse side -

Page 2

Emergency Preparedness Co⁺

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites.

12. Please attach the current position description.

13. Signatures:

Department Head Signature:  Date: 5/27/22

Human Resources Director: _____ Date: _____

Town Administrator: _____ Date: _____

14. Approvals:

Date on BOS Agenda: _____

Date Approved: _____

15. Notes:



BROOKLINE FIRE DEPARTMENT

town of Brookline Massachusetts

FIRE DEPARTMENT HEADQUARTERS

John F. Sullivan
Chief of Department
Emergency Management Director

350 Washington Street
PO Box 470557
Brookline MA 02447-0557
Tel: 617-730-2272
Fax: 617-730-2391
www.brooklinema.gov

May 26, 2022

Dear Mr. Kleckner,

The Fire Department FY 23 budget assumes 154 uniformed positions with the additional Fire Prevention Lieutenant. By virtue of anticipated attrition and this new position, we project four (4) vacancies to begin FY23. With the Board's permission I would like to begin the process of filling three (3) of the four vacancies immediately. The fourth vacancy we expect to fill with a rehire who left the department less than a year ago. This FF relocated with his wife and newborn child to AZ where he has been employed as a firefighter with the City of Glendale, to be closer to in-laws. Circumstances however have necessitated their return to the Brookline area. He is anticipated to be available for reemployment at the beginning of calendar 2023 and will not require an academy spot.

In the past, the BFD has sponsored its own recruit academies, however this method has proven to come at a steep cost to the Town. For a number of reasons previously stated, it is my intention to suspend the practice of conducting internal recruit academies until such time as the attrition rate makes more fiscal sense, and to send new hires to the Massachusetts State Academy at no cost to the community. It is however a requirement to identify by name a prospective recruit, and to have a conditional offer of employment in hand to secure a spot in the 11-week State Academy, currently scheduling for November 2022. Thus, the sooner we can secure a name for the position, the sooner we can schedule them into an academy position.

After your approval to hire, the process for the (3) three vacancies will start with our HR team calling for a certified Civil Service list of candidates. The State has recently moved to a

3.G.

yearly list, which merges an existing list in its second year with a new list in its first year of eligibility. The new merged list currently has 27 Brookline residents who appear after the initial 3 civil service 402 A/B preference candidates. We will follow the 2N+1 w/ties to establish the new pool of candidates. Once we have our candidate pool, we will hold a mandatory information session, conduct interviews and drug-screenings followed by background checks. At the completion of that process, I will return with a list of names for your consideration to extend offers of conditional employment, and secure academy spots ASAP.

If you have any further questions, I'd be happy to answer them at your convenience.

Thank you,

A handwritten signature in black ink, appearing to read 'John F. Sullivan', with a stylized flourish at the end.

John F. Sullivan, Fire Chief



TOWN of BROOKLINE
Massachusetts

FIRE DEPARTMENT
HEADQUARTERS
PUBLIC SAFETY BUILDING

730-2272
John F. Sullivan
730-2391
Chief of Department

350 Washington Street
PO Box 470557
Brookline MA 02447-0557
Tel: 617-

Fax: 617-

www.brooklinema.gov

To: Select Board

From: John F. Sullivan, Fire Chief

Subject: Authorization to Hire

Date: June 7, 2022

Dear Select Board Members,

The Brookline Fire Department anticipates one (1) vacancy in the position of Fire Lieutenant due to the addition of the one additional Lieutenant in the Fire Prevention division starting in FY 23.

Given the Select Board's reduced schedule heading into these summer months, I respectfully request authorization to hire to fill this vacancy effective after the start of the fiscal year from the current Civil Service eligibility list for this rank established on 3/1/2021. Following this authorization, we will conduct the requisite interviews and return later in the month with a candidate for your consideration.

Respectfully submitted,

John F. Sullivan

Massachusetts FD –Hands-On Task Analysis

Lieutenant Essential Tasks:

MASSACHUSETTS FIRE DEPARTMENT HANDS-ON TASK LIST	
I. EMERGENCY SCENE RESPONSE: HANDS ON	
A. INITIAL RESPONSE TO INCIDENTS:	
Tasks occurring between the receipt of an alarm and initial fire fighting or emergency scene activities.	
Dons protective turnout gear and equipment before and at emergency scenes.	
Proceeds to assigned apparatus upon receipt of call for service.	
Makes preliminary evaluation of incident based on alarm information received (e.g., alarm type, structure type, etc.).	
B. WATCH DUTIES:	
Stands watch to receive incoming alarms and information, answers phones, and monitors access to the station house.	
Receives notification of multiple alarms, downtown alarms, and other significant emergencies through the Fire Alarm Office.	
Records administrative and general information messages that come in over the computer dispatch.	
Opens and closes fire house doors to allow apparatus or Chief's car to depart/return to house.	
Answers department and outside phone.	
C. DRIVING:	
Drives apparatus to and from, and positions apparatus at, emergency scene.	
Selects most direct and expeditious route to alarm site.	
Plans route and position based on anticipated actions (e.g., arrival routes) of other companies when driving to multiple alarm calls.	
Obtains knowledge of most direct and expeditious routes and studies them prior to incident response.	
Obtains knowledge of traffic laws and street conditions in order to operate the apparatus safely and expeditiously.	
D. PUMP OPERATIONS:	
Connects or hooks up apparatus to fire hydrant and operates pumps to supply water in appropriate pressure and volume -- using hydrant wrenches, couplings, hoses, spanner wrenches, and other tools.	
E. HOSE (AND EXTINGUISHER) OPERATIONS:	
Stretches line or uses extinguisher to deliver water, foam and other extinguishing agents to emergency scene.	
Locates seat of fire or other hazard (e.g., gas leak) by observing, smelling or listening for smoke, sound, flames, gas, vapors, etc.	
Advances or assists in advancing hose to seat of fire or other hazard.	
Connects to standpipe during high rise incident command.	
Operates nozzle at front of hose line and sprays water, foam or other agent onto fire or other hazard, or into involved structure, to extinguish, contain and/or control incident.	
Uses extinguisher to extinguish, contain and/or control incident.	
Feeds hose line to other fire personnel.	
Disconnects hose from bed and attaches to discharge gate.	
Selects type of extinguisher (e.g., foam, dry-chemical, etc.) needed for incident.	
Determines type (size) and number of lengths of hose needed for operation.	
Pulls hose off hose bed.	
Connects hose lines to nozzles.	
Flakes out or dekins hose line prior to charging or during extinguishment to ensure proper operations.	
Determines proper nozzle and nozzle setting.	
F. MECHANICAL LADDER OPERATIONS:	

Massachusetts FD –Hands-On Task Analysis

Lieutenant Essential Tasks:

Stabilizes ladder trucks and elevates and operates aerial ladders and platforms in order to rescue victims, provides access for ventilation, operates master stream devices, etc.
Climbs mechanical ladders to perform search, rescue and other operations.
Operates and directs ladder pipe to supply water during aerial ladder operations.
G. MANUAL LADDER OPERATIONS:
Carries, raises, extends and climbs manual ladders to perform search, rescue and other operations.
Determines manual ladder type and size needed at incident scene.
Extends manual (extension) ladders to reach victims.
Climbs manual ladder to perform search, rescue, and other operations.
Determines proper placement of manual ladder at scene.
Anchors and secures manual ladder (i.e., tying off) at scene.
Carries manual ladder from apparatus to incident scene.
Raises and positions manual ladder at incident scene.
Returns manual ladder to apparatus.
H. FORCIBLE ENTRY:
Pries open, cuts, or breaks down doors, or otherwise enters structures, vehicles, aircraft and other entrapments in order to search for and rescue victims and provide access to the emergency scene -- using axes, halligan tools, etc.
Cuts through surfaces using power saws and other power tools.
Determines best location for forcible entry.
Removes locks or hinges from doors using sledgehammers, battering rams, axes or other forcible entry tools.
Gains entry into structures using axes, sledge hammers, battering rams, halligan tool and other forcible entry tools.
Pries open doors in structures using pry bars, halligan tools, bolt cutters and other tools.
Breaks holes in wooden, brick and masonry walls using sledge hammers, battering rams, axes and other tools.
I. VENTILATION:
Opens or breaks windows, chops or cuts holes in roofs, breaches walls or doors, and hangs fans in windows or doors to remove heat, smoke and/or gas from structures or entrapments.
Determines best location for venting structure based on location of hazard and fire personnel, roof type, and building construction.
Cuts open walls, roof and other structures to ventilate structure.
Breaks windows and other points of entry using axes, ladders and other tools, to ventilate structure.
Opens windows and other points of entry manually or by using pry bars, halligan tools, and other tools, to ventilate structure.
Uses fans for positive pressure.
Hangs fans from ladders and in doors, windows, and holes in roofs or walls.
J. SEARCH:
Searches assigned area in order to locate victims and to obtain further information about incident, following standard search procedures.
Searches floor or area of fire, or other hazard, for conscious and unconscious victims, sweeping assigned search area with arms, legs or tools.
Views perimeter of the building to determine if there are victims needing assistance at windows, on ledges, or who have jumped.
Determines search procedure or strategy needed to accomplish objectives.
Searches structures for seat of fire, or other hazard, and extensions.
Identifies hazardous conditions in course of search and informs others of the problem.

Massachusetts FD –Hands-On Task Analysis

Lieutenant Essential Tasks:

Searches floors above and below fire, or other hazard, including stairwells and bulkheads, for inhabitants who need to be moved or rescued.
K. RESCUE:
Assists, hoists, carries or drags victims from emergency area by means of interior access (stairs, hallways, etc.) or, if necessary, by ladders, fire escapes, platforms, or other means of escape -- using rescue harnesses, ropes, etc.
Evacuates persons from incident scene due to risk of fire, explosion, exposure to hazardous chemicals, etc.
Digs to free victims trapped in tunnels, pipes, excavations, cave-ins or other entrapments using shovels, picks, spades and other equipment.
Instructs persons on upper floors as to appropriate actions (e.g., staying put, ascending to upper floors, descending to lower floors via fire escapes, etc.).
Rescues drowning victims using life-saving techniques.
Drags or carries victims from emergency scenes.
Pries, breaks or cuts structures, vehicles, and/or aircraft to free victims involved in accidents, cave-ins, collapsed buildings or other entrapments -- using door openers, jaws, axes and other manual and mechanical equipment.
Moves heavy objects and obstructions in order to free or gain access to trapped victims or bodies, using air bags, chains and hoists, jacks, shoring materials, hurst tools and other hydraulic tools.
Conducts water rescues (i.e., river rescue, using boats) in accordance with established guidelines.
Hoists or lowers victims or fire personnel using ropes, knots and rescue harnesses.
Places victims onto stretchers, backboards, stokes, etc.
L. SALVAGE:
Moves and covers furniture, appliances, merchandise and other property; covers holes in structures; stabilizes damaged structural components; and redirects or cleans up water in order to minimize damage -- using plastic and canvas covers, etc.
Tears down or shores up weak and dangerous structural components (e.g, floors, walls, roofs, overhangs and stairs) using hooks, axes, saws and other tools.
Protects the integrity of the incident scene, while performing salvage operations, in case of suspected arson.
Removes water from floors using brooms, squeegees, mops, water chutes, catchalls and pumps.
Spreads salvage covers over property.
Moves furniture and other objects to protect from water or other damage.
M. OVERHAUL:
Opens up walls and ceilings, cuts or pulls up floors and moves or turns over debris, in order to check for hidden fires which could rekindle or spread -- using hooks, axes, saws and pitchforks.
Opens ceilings, walls, etc., to expose hot spots and other hazardous conditions with axes, pike poles, etc.
Checks and searches open areas, walls, open structures for fire extension.
Searches for and extinguishes any hidden fires by looking, feeling or smelling for fire and smoke.
Removes and extinguishes burned or smoldering debris from buildings.
Removes and neutralizes or disposes of flammable or hazardous materials from buildings.
Determines whether a smoke detector was present and functional.
N. CLEAN-UP/PICK UP:
Picks up, cleans and returns equipment to vehicle and rolls or folds hose, so that the company can go back in service.
Shuts down and drains lines at pumps.
Cleans and returns all tools, equipment, supplies and property in usable condition to appropriate vehicles.
Cleans the apparatus.
O. FIRST AID:
Provides direct medical assistance to persons requiring emergency attention or assists others in providing

Massachusetts FD –Hands-On Task Analysis

Lieutenant Essential Tasks:

medical assistance.
Administers CPR if necessary.
Administers first aid other than CPR.
Operates oxygen and other medical equipment.
Determines priority of emergency medical treatment for victims.
Assists EMS personnel in administering medical treatment.
II. STATION DUTIES AND MAINTENANCE
P. EQUIPMENT MAINTENANCE:
Checks, cleans, and maintains personal gear and equipment to ensure proper and safe operation.
Checks medical equipment.
Checks S.C.B.A. for proper operation and adequate air pressure.
Places turnout gear on or near apparatus.
Checks extension ladders.
Checks turnout gear for safety and structural integrity.
Checks hose on apparatus (proper bedding and amount).
Checks and maintains power equipment.
Recommends that officer call for repairs on equipment.
Performs annual hose tests.
Cleans, reloads, and tests hoses.
Changes over equipment and supplies from one apparatus to another.
Inventories and performs regular maintenance on hand tools (e.g., paints, oils or stencils hand tools).
Paints other equipment as needed.
Q. APPARATUS MAINTENANCE:
Checks, cleans, and maintains apparatus to ensure proper and safe operation.
Checks ability of engine to pump water.
Equips apparatus with traction devices (e.g., chains) as necessary.
Checks with Equipment Operator coming off duty regarding condition of apparatus.
R. FACILITY MAINTENANCE:
Checks, cleans, and maintains house facilities. This includes the performance, or assignment, of routine housekeeping chores.
Notifies officer of problems in building.
III. FIRE PREVENTION AND INVESTIGATION
S. INSPECTION OF BUILDINGS & FIRE PROTECTION DEVICES:
Inspects buildings for fire prevention/hazardous materials code violations or hazards on a periodic basis or during the course of their activities. Inspects alarms, hydrants, sprinkler systems, etc.
Directs building managers to immediately correct life safety code violations.
Recognizes code violations (e.g., blocked exits, improper storage of chemicals, etc.).
Contacts Fire Prevention Bureau for assistance in filing charges against code violators.
Writes tickets for various code violations.
Notifies district inspectors of code violations.
Conducts on-site inspections of fire protection devices (e.g., hydrants, alarms, sprinkler systems, etc.).
Inspects buildings for code compliance.
Checks status of alarms, standpipes and sprinklers within district.
Notifies owners and occupants of code violations.
Assigns subordinates to building inspections.
Inspects buildings upon request of occupants/owners.
Makes notes in Map Book and Log Book about building name changes, street changes, hydrant changes, etc.

Massachusetts FD –Hands-On Task Analysis

Lieutenant Essential Tasks:

Conducts inspections of schools.
Investigates buildings suspected of violating codes.
Receives notification of possible code violations from civilians or other fire personnel.
Contacts Code Enforcement Officer for buildings with code violations.
Explains codes to owners and managers.
Coordinates the activities of subordinate personnel to complete the Hydrant Inspection Program.
Answers subordinates' questions concerning building inspections.
Receives notification that building inspections are deficient.
Receives notification about whether building inspections have been carried out.
T. PRE-FIRE PLANNING:
Reviews or prepares plans in order to provide information regarding hydrant locations, exposures, hazardous materials and other areas or situations of high risk.
Ensures that subordinate personnel have the current Hazardous Materials lists pertinent to their respective response districts.
Conducts familiarity inspections in district.
Familiarizes self with layout of first and second alarm districts.
Recognizes a target hazard (e.g., a new high-rise or a building with hazardous materials) that may warrant the development of a pre-fire plan.
Conducts site surveys in district.
Tours a building in order to identify or verify the presence of an unusual fire hazard or situation.
Determines whether an unusual fire hazard or situation warrants the development of a pre-fire plan.
Receives requests for an inspection or pre-fire plan (e.g., from airlines, hospitals, apartment complexes, etc.).
U. INVESTIGATIONS:
Examines incident scene, conducts interviews, collects and preserves evidence, and reviews forms and reports to help determine the cause of a fire or other emergency.
Responds to incidents of suspicious or undetermined origin.
Examines incident scene for signs of burglary or other irregularities.
Observes fireground conditions to detect possible arson.
Requests Massachusetts Fire Department Fire Investigator when circumstances suggest suspicious origin.
Secures incident scene.
Examines incident scene to determine origin of incident and contributing factors.
Notes unusual or suspicious trends (e.g., a rash of fires in the same area) on the basis of various sources of information (e.g., fire alarm reports, arson reports, etc.)
IV. PUBLIC AND COMMUNITY RELATIONS
V. PUBLIC RELATIONS:
Engages in activities which have an impact on the department's image in the community. Such activities include providing information to the media, providing assistance and support to civilians seeking help or information, etc.
Responds to questions from news media while at emergency scene or over the phone.
Deals with distressed individuals at emergency scene.
Controls public at emergency scene.
Makes public presentations and conducts demonstrations of apparatus and equipment on behalf of the Fire Department.
W. PUBLIC TRAINING & EDUCATION:
Oversees, develops, conducts and/or evaluates fire prevention and other educational programs for members of the public.
X. AUDIO-VISUAL PRODUCTION:

Massachusetts FD –Hands-On Task Analysis

Lieutenant Essential Tasks:

Operates audio-visual equipment and develops and produces audio-visual materials for internal use or for public broadcasting.
V. PROFESSIONAL DEVELOPMENT
Y. PROFESSIONAL DEVELOPMENT:
Participates in training drills and classes to enhance job-related skills and abilities. Reads internal memos and bulletins to keep apprised of new developments in departmental operations and procedures.
Maintains knowledge of latest firefighting equipment and techniques.
Attends specialized training sessions (e.g., CPR certification, special schools (e.g., Foam, ICS), etc.).
Maintains knowledge of building structures related to fire control.
Attends routine training drills and sessions.
Observes training videotapes.
Attends "live-incident" training drills.
Maintains knowledge of chemicals and other hazardous materials.
Reviews internal Massachusetts Fire Department bulletins, memos, etc., to remain aware of departmental updates.
Reads professional journals and publications (e.g., Fire Command) to be aware of current developments in the fire service.
Receives training in superior's work activities.
Participates in external agencies and societies (e.g., NFPA).
Attends external seminars/workshops and college courses to be aware of current developments in the fire service.
Participates in departmental physical fitness sessions.
Acts as superior officer.
Z. OTHER DUTIES
Carries hose, tools and other equipment to and from emergency scenes.
Sets up electrical cords and lights.
Operates generator to supply electricity to the emergency scene.
Serves on special project committees to which he/she is assigned (e.g., Awards Committee, Hydrant Inspection, etc.).



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE:** Lieutenant Grade: T277
2. Department: Fire Division: Fire Prevention
3. Position Control #: TBD Prior Incumbent: N/A
 - a. Reason for Leaving: new position
4. Budgetary Information:

Department Code: 22002036 Budget Code: 510101 - Permanent Full Time % 100

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund
6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: _____

☐ Permanent ☐ Temporary: expected end date (required) ____/____/____
7. Method of Fill:

☒ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☐ New Hire ☐ Transfer – Please explain: _____
8. List the top three essential functions of this position:
 1. Inspection and code enforcement duties within the Fire Prevention division.
 2. Provides administrative support to the Captain and Deputy Chief of Fire Prevention
 3. Serves as a fire investigator and public education officer
9. I have considered the following alternatives to filling this position:
There are no desirable alternatives
10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Lieutenant


Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,
ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: 	Date: <u>6/7/22</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:



Town of Brookline

Massachusetts

Authorization To Hire Request Form

1. Position **TITLE**: _____ Grade: _____

2. Department: _____ Division: _____

3. Position Control #: _____ Prior Incumbent: _____

a. Reason for Leaving: _____

4. Budgetary Information:

Department Code: ____ Budget Code: _____ % _____

☐ Grant Funded-Name of Grant: _____ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☐ Full-Time: # of hours/week: _____ ☐ Part-Time: # of hours/week: _____

☐ Permanent ☐ Temporary: expected end date (required) ____/____/____

7. Method of Fill:

☐ Promotion – To be Posted Internally from: ____/____/____ to ____/____/____

☐ New Hire ☐ Transfer – Please explain: _____

8. List the top three essential functions of this position:

1. _____

–

2. _____

–

3. _____

–

9. I have considered the following alternatives to filling this position:

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

12. Please attach the current position description.

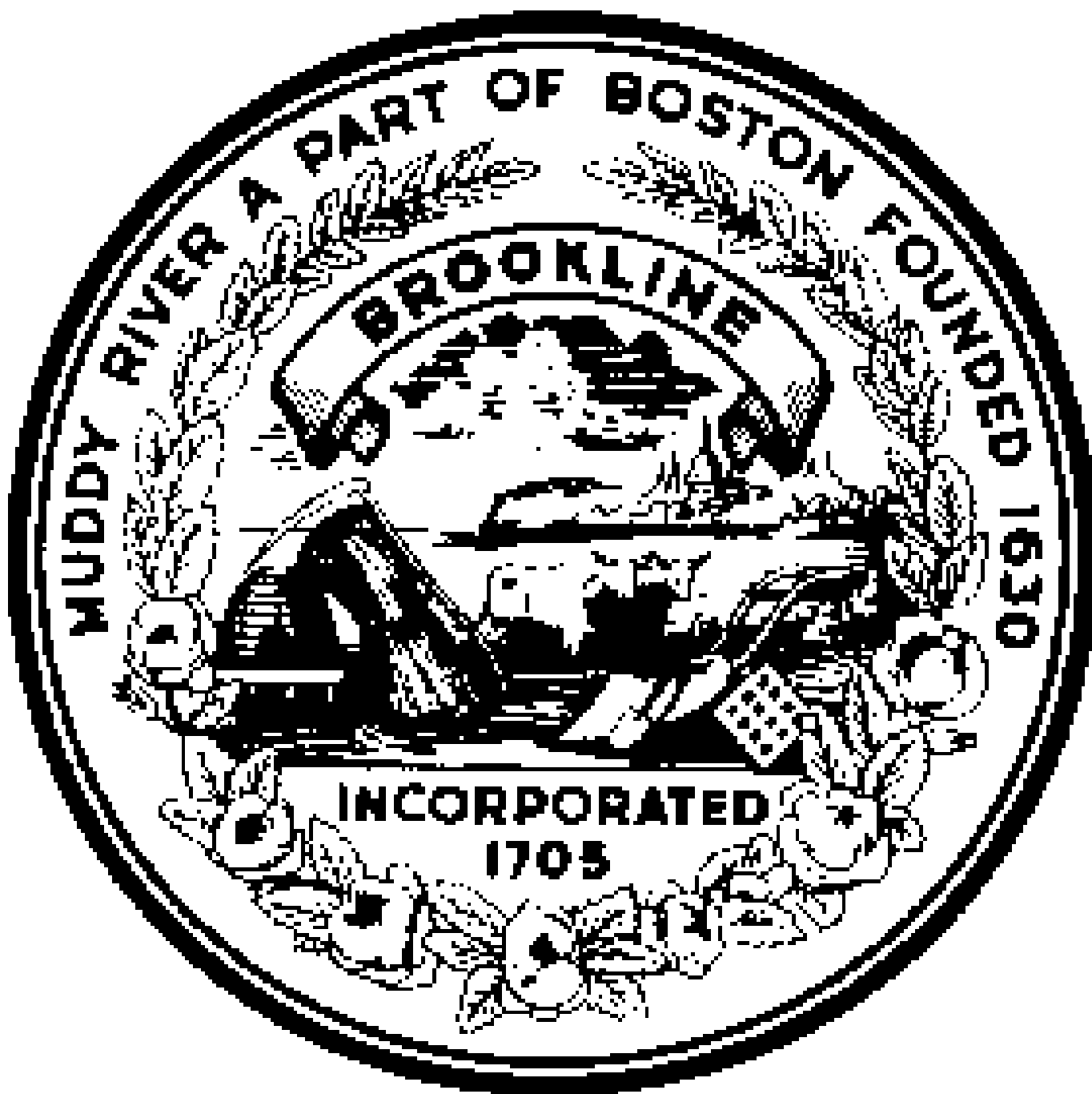
13. Signatures:

Department Head Signature: _____	Date: _____
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

15. Notes:



INTER-OFFICE MEMORANDUM

TO: Select Board

FROM: Joe Callanan, Town Counsel

DATE: May 31, 2022

333 Washington Street, Brookline, Massachusetts 02445-6863
Telephone Number (617)730-2190 • Electronic Facsimile Number (617)264-6463



RE: APPROPRIATIONS TRANSFER REQUEST - \$50,000

.....

Town Counsel respectfully requests an Appropriation Transfer within the Department's following accounts:

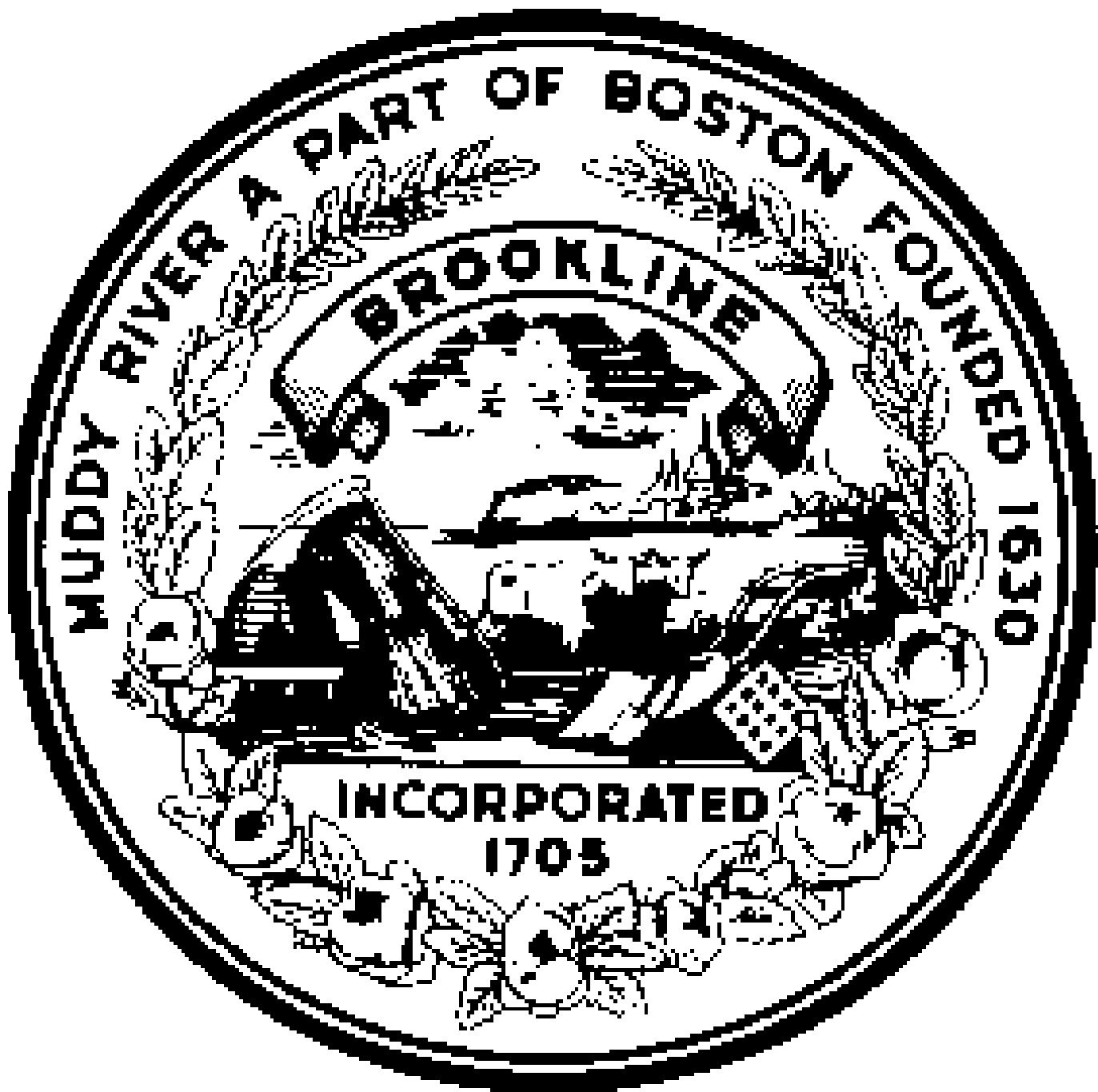
FROM:	14101410	510101	\$50,000
	Permanent FT Salary		

333 Washington Street, Brookline, Massachusetts 02445-6863
Telephone Number (617)730-2190 • Electronic Facsimile Number (617)264-6463



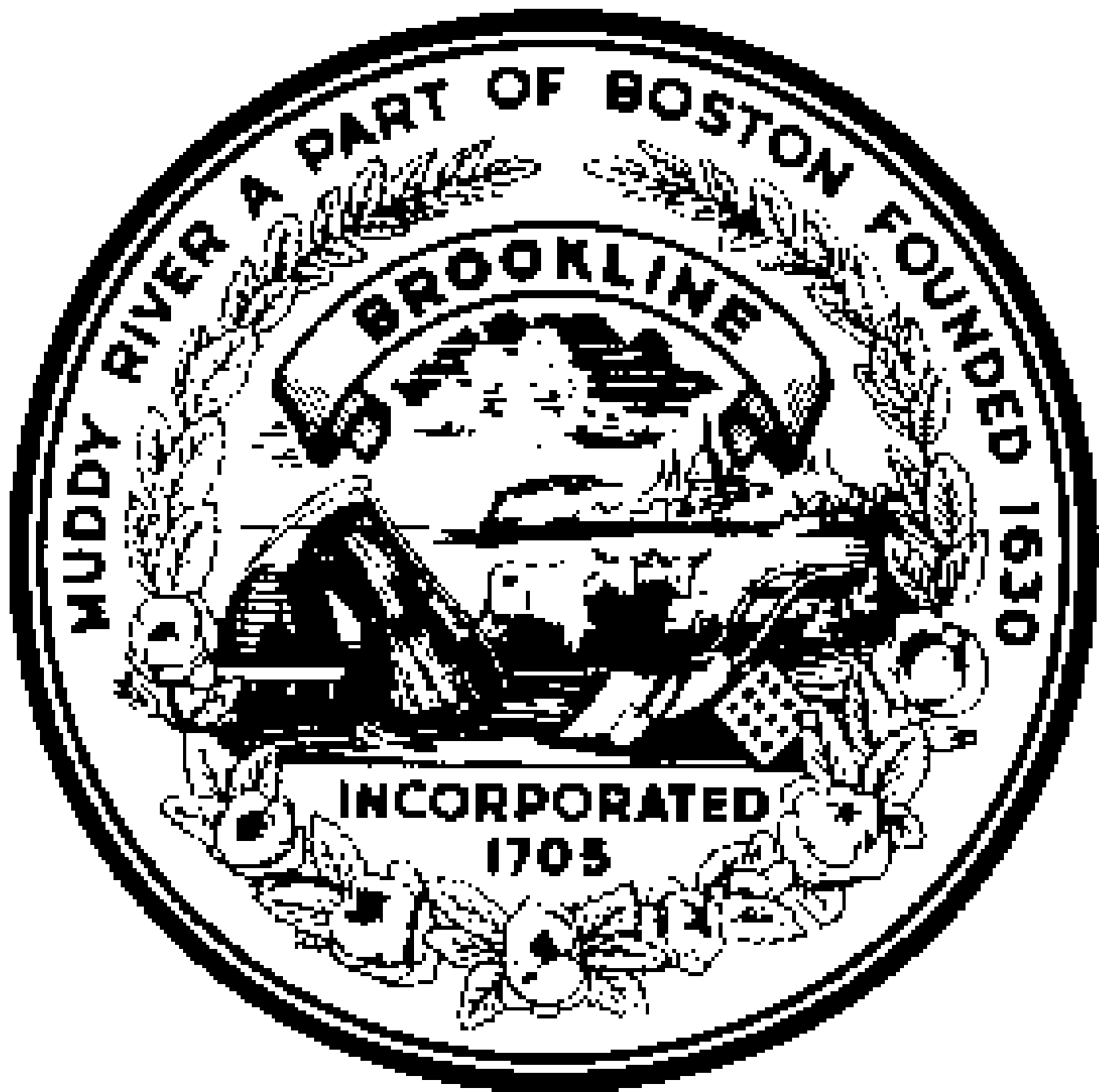
TO:	14101410	524008	\$45,000
	General Consult		
TO:	14101410	528080	\$4,000
	Subscriptions		
TO:	14101410	531012	\$1,000
	Office Supplies		

333 Washington Street, Brookline, Massachusetts 02445-6863
Telephone Number (617)730-2190 • Electronic Facsimile Number (617)264-6463



Total: \$50,000

Thank you for your assistance with this matter. *(MEMO TO FOLLOW)*



3.I.




TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

June 1, 2022

TO: Select Board

FROM: Charles A. Simmons 
Director of Public Buildings

SUBJECT: Budget Appropriation Transfer

I would like to request a Budget Transfer for a total amount of \$46,000. This request consists of:

- 1) \$33,500 from account 25002520 510101 Code Enforcement Personnel account to account 25002520 561010 Town Hall Electricity
- 2) \$8,000 from account 25002520 510101 Code Enforcement Personnel account to account 25002520 561011 Town Hall Natural Gas
- 3) \$4,500 from account 25002520 510101 Code Enforcement Personnel account to account 25002520 561030 Town Hall Water

The transferred monies would be used to pay for overages in the utility accounts.

Thank you for your consideration.

cc: Justin Casanova-Davis, Finance Director
Daniel Bennett, Building Commissioner

Attachment

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

DATE: 6/1/2022

To the Board of Selectmen:

Authority is hereby requested for permission to make the following transfer(s) within the

appropriation for the Building
Department Name

	ORG #	ORG NAME	OBJECT #	OBJ NAME	AMOUNT
FROM:	<u>25002520</u>	<u>Code Enforcement</u>	<u>510101</u>	<u>Perm. Full-time</u>	<u>33,500.</u>
TO:	<u>25002520</u>	<u>Town Hall</u>	<u>561010</u>	<u>Electricity</u>	<u>33,500.</u>

FROM:	<u>25002520</u>	<u>Code Enforcem</u>	<u>510101</u>	<u>perm-fulltime</u>	<u>8,000.</u>
TO:	<u>25002520</u>	<u>Town Hall</u>	<u>561011</u>	<u>Natural Gas</u>	<u>8,000</u>

FROM:	<u>25002520</u>	<u>Code Enforcem</u>	<u>510101</u>	<u>perm. fulltime</u>	<u>4,500.</u>
TO:	<u>25002520</u>	<u>Town Hall</u>	<u>561030</u>	<u>Water</u>	<u>4,500.</u>

FROM:					
TO:					

FROM:					
TO:					


DEPARTMENT HEAD

NOTE: IN ADDITION TO SELECTMEN APPROVAL, THE FOLLOWING TRANSFERS REQUIRE ADVISORY COMMITTEE APPROVAL:

(1) From Capital (5A); (2) To Personnel (51); (3) Building Dept Transfers of more than \$10,000 to or from Repairs to Public Buildings (522400); (4) From the Parks & Open Space Division to any other division of DPW; and (5) From the Snow & Ice budget to any other division of DPW.

 BOARD OF SELECTMEN



Erin Chute Gallentine
Commissioner

TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

INTEROFFICE MEMORANDUM

To: The Select Board

From: Erin Chute Gallentine, Commissioner of Public Works
Todd M. Kirrane, Transportation Administrator

Date: June 1, 2022

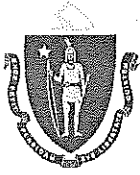
Ré: Acceptance of a grant in the amount of \$49,920 from the Commonwealth of
Massachusetts MassDOT 2022 Shared Streets and Spaces Program

Cc: Mel Kleckner, Town Administrator
Robert King, Director of DPW - Engineering & Transportation Division

The Transportation Division of the Department of Public Works is seeking the Board's acceptance of \$49,920 in grants from the Commonwealth of Massachusetts MassDOT Shared Streets & Spaces Program to fund the Brookline Pedestrian & Bicycle Safety project.

The Pedestrian & Bicycle Safety Project seeks to increase pedestrian and bicycle safety through the purchase of equipment that is used throughout the town to increase safety at pedestrian mid-block crossings and bollard separated bike lanes. Specifically, the grant will fund the purchase and installation of a solar powered Rectangular Rapid Flashing Beacon (RRFB) with APS pedestrian push buttons and a spot light for the mid-block crossing across Chapel Street at the Longwood station of the MBTA's D Branch of the Greenline. These enhanced pedestrian actuated signals are used at high usage crossings throughout the Town and region to increase safety by notifying drivers of the presence of pedestrians crossing through rapid flashing yellow beacons when a pedestrian actuates the signal via push button. They have been shown in federal highway studies to increase motorist yielding rates as high as 98 percent at marked crosswalks. Additionally, the funds will purchase up to 30 In-Street Pedestrian Crossing Stanchions (used as a mild form of traffic calming at mid-block crosswalks) and up to 30 City Post bike bollards used for our separated bike lanes to increase the DPW supply of these critical safety materials.

When completed this project will work toward achieving the Town's Healthy & Sustainable Transportation goals by increasing safety and access for those walking, biking, and riding micro-mobility devices throughout the Town. Unlike previous years, this year the grant operates like a Chapter 90 project with the Town expending the funds and then getting reimbursed upon completion.



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO



May 20, 2022

Todd Kirrane
333 Washington Street
Brookline, MA 02445

Via email: tkirrane@brooklinema.gov

Dear Todd Kirrane:

Thank you for your submission to the Shared Streets and Spaces Program during the Fiscal Year 2023 application solicitation. We received a record number of applications and had many creative projects from which to select. I am pleased to notify you that Brookline's Equipment Only application for "Brookline Pedestrian & Bike Safety" has been approved for \$49,920.00.

Awarded municipalities must enter into a contract with MassDOT for the purchase of the approved equipment. To initiate this contract, please review and sign the Equipment Funding Agreement provided to you with this award letter and return it to SharedStreets@dot.state.ma.us as soon as possible. It is anticipated that the Notice to Proceed (NTP) for this award will be issued by November 1, 2022 and that the deadline for equipment purchases will be December 31, 2023. MassDOT-funded costs may not be incurred until the NTP is issued. Your patience during the contracting process is appreciated as MassDOT works to execute contracts with a large volume of awardees.

This award is reimbursement-based, meaning that funds are provided after costs are incurred. Please note that this is different than previous funding years. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects. Learn more about this process as well as other implementation details on the program website at: mass.gov/shared-streets-and-spaces-grant-program.

Please email SharedStreets@dot.state.ma.us with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Shared Streets and Spaces Program.

Sincerely,

Jamey Tesler
Secretary and CEO

cc: Cassandra Gascon, MassDOT Community Grants Program Administrator

One Day Temporary Alcohol license

Applicant: Karen Hasenfus
DBA: Larz Anderson Auto Museum
Location: 15 Newton Street

Application Details:

A Temporary **Wine and Malt** Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 11, 2022 for Bat Mitzvah 5:30PM – 10:00PM at 15 Newton Street. 50 people expected to attend.

Report:

Police Department (Approved)



RICHARD E. ALLEN
ACTING CHIEF OF POLICE

BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

TO: Chief Richard E. Allen

FROM: Lt. John J. Canney

DATE: May 19th, 2022

RE: Temporary Wine and Malt Beverage – One Day Permit – Non-Sales – 6/11/2022
Larz Anderson Auto Museum

Sir,

The Larz Anderson Auto Museum, through Operations and Events Manager Karen Hasenfus, has applied for a Section 14 One Day Permit for Wine and Malt Beverages for a Bar Mitzvah to be held on Saturday, June 11th, 2022, from 5:30 PM to 10:00 PM.

Ms. Karen Hasenfus and/or Ms. Sylvia Passley-Harris will be the responsible managers on site for this event and will ensure compliance with all applicable federal, state, and local laws, regulations, ordinances, and any conditions on the permit, as well as previously discussed conditions.

The event is not open to the public, no admission fee will be charged, and guests will not be charged for alcoholic beverages. Organizers are expecting no more than 50 guests to attend. A Crowd Manager Certificate has been submitted.

All alcoholic beverages at this event will be served by bartenders provided by Cactus & Cone Bar Service (213) 808-7961, who employs certified Tips bartenders. The caterer has submitted a copy of their bartender certification in the safe service of alcohol. A copy of caterer's Certificate of Liability Insurance specifically naming the Town of Brookline as a holder of the certificate has been submitted.

A uniformed police detail officer will be assigned to provide security and to manage traffic issues if they arise. Detail Sgt. Heavey was notified of the application.

I see no reason to oppose this application.

Respectfully submitted,
Lt. John J. Canney



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Richard E. Allen, Acting Chief of Police

FROM: Melvin Kleckner, Town Administrator

RE: Temporary - One Day Alcohol License

DATE: May 23, 2022

May we please have a report on the attached request for:

A Temporary **Wine and Malt** Beverages Non-Sales License to The Larz Anderson Auto Museum to be held on June 11, 2022 for Bat Mitzvah 5:30PM – 10:00PM at 15 Newton Street. 50 people expected to attend.

This application is scheduled to go before the Board on **June 7, 2022**. May we please have the reports no later than **May 31, 2022**.

Thank you.

**TOWN OF BROOKLINE
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON
TOWN PROPERTY (NON SALES /WINE & BEER ONLY)**

Date May 20, 2022

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Bat Mirzvah
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held at the Larz Anderson Auto Museum
(Name of Person or Organization)

15 Newton Street , Brookline MA 02445
(Address of Person or Organization)

On the 11th day of June, 2022

Between the hours of 5:30 PM—10:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Northrup Knox Title: President Address: 699 High Street Dedham

Name: William Keeney Title: Vice President Address: 2221 Washington St. Newton

Name: Mark Daniel Title: Treasure Address: 35 Priscilla Lane Quincy

NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

1 cases each wine and beer 2 bottles each other types

2) What is the maximum number of people to attend? 50 adults

3) What is the age group of people to attend? 40

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

3.K.

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided Cactus & Cone Bar Service ((213) 808-7961

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

Sylvia Passley Harris	Clyde St.	Brookline MA	05/26/1955
Karen Hasenfus	7 Gleason Ct.	Walpole, MA	09/29/1954
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547 (617) 283-7265

Email Address: khasenfus@larzanderson.org feonapassley@hotmail.com

This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol0trelated incidents or occurrences a liquor liability policy naming the Town as an additional insured.

By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.



Signature

Karen H Hasenfus
Name Printed

Operations and Events Manager
Title (if on the behalf of an Organization)

15 Newton St. Brookline MA 02445
Address

(617) 522-6547
Telephone number(s)

khasenfus@larzanderson.org
Email address(es)



KOREFUS-01

MHAMEL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Foster Sullivan Insurance Group, LLC 163 Main Street North Andover, MA 01845	CONTACT NAME: Foster Sullivan Insurance LLC PHONE (A/C, No, Ext): (978) 686-2266 FAX (A/C, No): (978) 686-6410 E-MAIL ADDRESS: certificates@fostersullivangroup.com														
INSURED Korean Fusion, Inc DBA Cactus and Cone 135 Everett Street Boston, MA 02128	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Travelers Property Casualty Company Of America</td> <td>25674</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Property Casualty Company Of America	25674	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Travelers Property Casualty Company Of America	25674														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6803H927162	6/29/2021	6/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			6803H927162	6/29/2021	6/29/2022	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

333 Washington Street Brookline MA For an event to take place at the Larz Anderson Auto Museum on Saturday June 11th 2022	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 3.0

For coursework completed on December 1, 2019
provided by Health Communications, Inc.

is hereby granted to:

Briana Betts

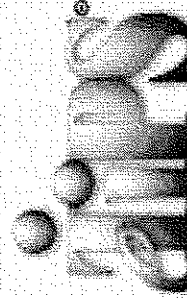
Certification to be sent to:

**25 Ashlev St
Boston MA, 02128-2620 USA**



HEALTH COMMUNICATIONS, INC.

This document is our proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Thu 4/21/2022 1:42 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Katherine Florio
Address	[REDACTED] Brookline, MA 02445
Home Phone	[REDACTED]
Work Phone	[REDACTED]
	[REDACTED]@gmail.com
Application for specific Board/Commission?	Indigenous People Celebration Committee
What type of experience can you offer this Board/Commission?	Public Board experience, strong organizational skills, the ability to work effectively with groups and organizations to achieve a common goal.
What type of issue would you like to see this Board/Commission address?	Raise the visibility of the people: their culture, their language, who occupied this land when the British colonists arrived; where appropriate, advocate for recognition of current concerns
Are you involved in any other Town activities?	Advisory Committee, League of Women Voters of Brookline Board Member
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	Field not completed.

Email not displaying correctly? [View it in your browser.](#)

[EXTERNAL EMAIL] [CAUTION] This email originated from a sender outside of the Town of Brookline mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

6.A.



TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Charles A. Simmons
Director of Public Buildings

June 1, 2022

TO: Select Board
Advisory Committee

FROM: Charles A. Simmons, ^{CR}Director of Public Buildings

SUBJECT: Request for Reserve Fund Transfer

The Building Department is requesting a Reserve Fund Transfer in the amount of \$450,000 to cover costs related to shortages in the utilities accounts.

- 1) \$180,000 to account 25003430 561011 Natural Gas
- 2) \$270,000 to account 25003430 561010 Electricity

The transferred monies would be used to pay for deficits in the Natural Gas and Electricity budget line items.

The shortages are due to a number of reasons. This includes new, larger STEM addition at the High School and the new Freshman Campus at 22 Tappan Street. Both are new construction and best estimates were used for anticipated consumption. Also, the school buildings' schedules are returning to pre-covid schedules, i.e., seven day/week usage, late at night.

Finally, due to covid and requests from the School Committee and School Administration, the HVAC systems are taking in 100% fresh air all the time while the buildings are occupied.

Thank you for your consideration.

cc: Sam Rippen, Deputy Superintendent for Administration and Finance
Carla Benka, Advisory Committee

Attachment

333 Washington Street, Brookline, Massachusetts 02445
Tel: (617) 730-2420 Fax: (617) 739-7542
Email – csimmons@brooklinema.gov

6.A.

TOWN OF BROOKLINE

Request for Reserve Fund Transfer

To the Select Board:

Date: 6/1/22

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department Bldg Total Transfer Requested 9 450,000

Org # <u>25013430</u>	Object # <u>561011</u>	AMOUNT <u>\$180,000</u>
Org # <u>25113430</u>	Object # <u>561010</u>	AMOUNT <u>\$270,000</u>
Org # _____	Object # _____	AMOUNT _____

Description (or attach memorandum):

Approved:

Select Board

Department Head

Updated May 2022

Committee Charge

The Select Board requests that the Cannabis Mitigation Advisory Committee (“Committee”) advise the Select Board and Community Impact Coordinator on issues concerning the sale and use of cannabis in Brookline including, the expenditure of community impact fees received pursuant to Host Community Agreements and the implementation of mitigation measures associated with the operation of retail, delivery, and consumption of marijuana in Brookline.

Quoting from the Commonwealth of Massachusetts Cannabis Control Commission:

“Under St. 2017, c.55, An Act To Ensure Safe Access To Marijuana, the Cannabis Control Commission (Commission) is required to ensure that people from communities that have been disproportionately harmed by marijuana law enforcement are included in the new legal marijuana industry. These programs were developed in response to evidence which demonstrates that certain populations, particularly Blacks and Latinos, have been disproportionately impacted by high rates of arrest and incarceration for marijuana and other drug crimes as a result of state and federal drug policy¹. Criminalization has had long-term ill effects, not only on the individuals arrested and incarcerated, but on their families and communities²”

This Select Board Committee shall consider and make recommendations on the expenditure of community impact funds in accordance with M.G.L. c. 94G, § 3(d) keeping in the forefront 2017, c.55.

Topics to be explored by the Committee may include, the following:

- Parking and traffic
- Storefront cannabis retail operations
- Services related to the delivery of cannabis with the Town
- possibilities and options regarding the commencement and operation of businesses designed for the on-site consumption of cannabis
- Litter, cleanliness and maintenance of retail operations and areas of Town that may be affected by the operation of cannabis retailing in that area
- Enforcement of public consumption laws
- Enforcement of violations of bylaws and state law
- Coordination with appropriate Town agencies to commence and implement programs designed to educate students, youth, and families about issues relating to cannabis use and addiction.
- Issues related to advertising, marketing, and the sale of cannabis as it relates to the public.

¹ iACLU, “The War on Marijuana in Black and White,” June 2013 < <https://www.aclu.org/report/report-warmarijuana-black-and-white>>.

² <https://mass-cannabis-control.com/wp-content/uploads/2018/03/UPDATED-Guidance-Summary-of-Equity-Provisions-with-6th-criterion-added-1.pdf> accessed May 3, 2022.

7.A.

The Committee shall be made up of a Select Board Member, town staff, residents, business owners and nonprofit organization representatives.

The Community Impact Coordinator shall be the primary staff liaison to the Committee and serve as an associate, non-voting member. In addition, staff representatives from the following town departments shall serve as associate, non-voting members of the Committee:

- Fire
- Police
- Public Health
- Transportation Division of the Department of Public Works
- Sanitation Division of the Department of Public Works
- Economic Development and Long -Term Planning Division of the Planning Department

Voting members of the Committee shall consist of three residents or business owners or nonprofit organization representatives from each neighborhood where a storefront retail cannabis license has been issued, as well as a Select Board Member. If two or more storefront retail cannabis licenses are issued to locations within the same neighborhood, said neighborhood's representation on the committee shall remain three individuals each exercising one vote. Voting members of the committee shall serve three-year staggered terms, with one representative of each impacted neighborhood's term expiring each year on a three-year cycle. Any vacancy arising on the committee shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

The Select Board Member shall serve as the Committee's chair.

The appointed study committee shall submit its initial written findings and recommendations to the Select Board no later than May 15, 2020. Thereafter, the committee shall annually submit a written report detailing its discussions and activities to be included in the Town's Annual Report. A representative of the Committee shall also appear before the Select Board at least once per annum to update and advise the Select Board about matters consistent with its charge.

This committee does not have the power to grant or deny license applications, as that power is vested in those Town officials detailed in Article 5.7